



Civil Litigation Legal Assistant – 1 year Contract Position

Barriston Law's dedicated and experienced legal professionals are one of Central Ontario's most recognized and collaborative groups of trusted advisors. With a longstanding and active presence in the communities we serve, our full-service firm provides a broad range of legal services and expert counsel in multiple areas. Discover how becoming part of our team can help you provide clients with the peace of mind they deserve.

This is a full time 1 year contract position, with a possibility for permanent placement. Hours are Monday to Friday 9:00am to 5:00pm.

The successful candidate will have a strong work ethic, pay keen attention to detail and have a clear understanding of the value in providing excellent client service. Working in a team environment within our Litigation Department you will provide assistance to our Litigation Associate.

Responsibilities include:

- Potential New Client Intake Calls
- Performance of administrative work related to files including opening of files, preparation of accounts and client billings, processing of payments, closing files and maintaining an active filing system
- Ensure all deadlines and follow-ups are diarized
- Provide assistance to our litigation associates and staff
- Other legal assistant duties as assigned

The ideal candidate will have 2+ years' experience as a civil litigation assistant. Exemplary client service and excellent verbal and written communication skills. Ability to be proactive and take initiative, prioritize and multitask. Flexible, team player. Demonstrate good judgment in challenging situations.

Please apply, including resume, cover letter and references to hr@barristonlaw.com .

Barriston welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Closing Date: February 28, 2019

No telephone calls or agencies please. We appreciate your interest in this position, however only successful candidates will be contacted